

**SECRET**

OEL 080-71

19 FEB 1971

MEMORANDUM FOR: Deputy Director for Science and Technology

SUBJECT: Contract Procedures

REFERENCE: Memorandum from DD/S&T to D/OEL, etc.,  
Subject: Same as above, dated  
4 February 1971 (DD/S&T-064-71)

1. The Office of ELINT (OEL) has reviewed its contract procedures in accordance with instructions contained in the Reference. The Office of Scientific Intelligence (OSI) procedures were reviewed with special interest primarily from the standpoint of possible further refinements of the information contained in OEL Notice 7-3-69, Subject: Program Review Board. A copy of this Notice is attached for your information.

2. You are probably aware of the fact that since late 1964 this Office has operated the Program Review Board (PRB) for the express purpose of insuring that external contracting is carefully monitored and that all responsible officers are given the maximum exposure prior to contract initiation or change. The Director of ELINT serves as Chairman of PRB, and he requires the Deputy Director and each Division Chief, or a senior representative in their absence, to personally attend.

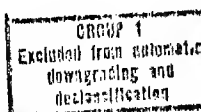
25X1 [redacted] is secretary for the PRB, and minutes of each meeting are circulated to all participants. Names of PRB members are attached, but attendance regularly includes varying numbers of technical officers from each component. In general we believe that our present procedure fulfills the wishes expressed by the DD/S&T in the Reference and during the course of various staff meetings.

25X1 3. [redacted] Chief, Procurement Management Staff, DD/S&T, is familiar with the PRB. We would be pleased to discuss this topic with [redacted] or other members of your staff as desired. Any constructive suggestions would be particularly welcomed.

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**DD/S&T  
FILE COPY**

John N. McMahon  
GEORGE C. MILLER  
Director of ELINT  
DD/S&T

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OFFICE OF ELINT

MANAGEMENT

NOTICE  
OEL 7-3-69  
17 June 1969

Program Review Board

1. General -

A Program Review Board (PRB) consisting of the Director, Deputy Director, and Division Chiefs is organized within this Office.

2. Purpose -

The PRB provides a means for the Director to review various aspects of the OEL program and to review/approve proposed research and development projects, expenditures related to equipment purchases, and to otherwise examine all/any part of both programmed and unprogrammed objectives.\*

3. Composition -

Director - Chairman

Deputy Director - Member (Alternate Chairman)

Division Chiefs - Members

Support Branch - Secretary

4. Procedures -

a. The PRB will normally meet at 0930 hours each Tuesday in the Situation Room. Special meetings, as necessary, may be called with the approval of the Chairman.

\*Guidelines/examples are provided in the attachment.

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b. The Secretary, PRB, will issue an Agenda in advance of each meeting and publish minutes upon completion for approval of the Director.

c. The approved minutes constitutes authority to proceed in the preparation of contract documentation.

d. The Secretary, PRB, will maintain records of all PRB developments.

e. The Secretary, PRB, will issue supplemental instructions as deemed appropriate.

Chief of Staff  
Office of ELINT  
DD/S&T

25X1

APPROVED:

GEORGE C. MILLER  
Director of ELINT

Distribution: AB

Retention: P

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OFFICE OF ELINT

MANAGEMENT

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Attachment

Program Review Board Action Items

1. General review of Fiscal Year programs, as directed.
2. Solicitation of bids or proposals (RFQ's/RFP's) from selected contractors.
3. Negotiation of a contract with a recommended contractor based on the evaluation of RFQ's/RFP's.
4. Additional funding for cost adjustments, increases in scope or payment of overruns.
5. Initiation of specific tasks (work orders) in excess of \$5K under general work type contracts.
6. Procurement of non-expendable property costing in excess of \$5K.
7. Miscellaneous matters relating to contractual arrangements considered to warrant consideration by the D/OEL and members of the PRB.

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MEMBERS OF THE PROGRAM REVIEW BOARD

Chairman

George C. Miller, Director of ELINT

Board Members

John N. McMahon, Deputy Director of ELINT

25X1  Chief, Analysis Division  
Chief, Air Systems Division  
Chief, Ground Systems Division  
Chief, Special Systems Division

Secretary

25X1 

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